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ABSTRACT

The aim of the FORCE program is to promote the continuing vocational training of workers in Member States of the European Community (EC). FORCE offers assistance at national and EC levels in implementing measures to enhance both the development and quality of continuing training. Measures at the national level comprise the preparation of regular reports on steps taken to implement a common framework, including information on current arrangements to promote financed continuing training. National coordination units will be established to give proper effect to the FORCE program. Both internal and external evaluation will assess the impact on formulation and implementation of continuing vocational training policies. To support and supplement activities developed by and in Member States, the Commission of the European Communities will implement transnational programs to support innovation and coordinate initiatives. Measures to support innovation are a European transnational network, exchange plan, transnational or cross-frontier pilot schemes, and European sectoral surveys of continuing vocational training plans. Measures to coordinate initiatives are exchange of comparable data, analysis of contractual policy, exchange scheme for those involved in the social process, and forecasting trends in qualifications and occupations. Other activities include technical assistance, national coordination units, evaluation, and information. (YLB)

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FORCE

Continuing Vocational Training in Europe

VADEMECUM

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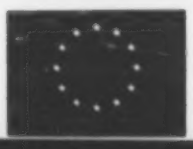

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F O R C E

Continuing Vocational Training in Europe

VADEMECUM

XIII/193/90-EN

"The European Council emphasizes that the Community's action should contribute towards putting the available human resources to the best use and towards the preparation of change and future technical adjustments. Reform of training schemes, including continuing vocational training, will be a determining factor in achieving these objectives".

European Council, Rhodes, 2nd and 3rd December 1988.

"Every worker of the European Community must be able to have access to vocational training and to benefit therefrom throughout his working life. In the conditions governing access to such training there may be no discrimination on ground of nationality.

The competent public authorities, undertakings or the two sides of industry, each within their own sphere of competence, should set up continuing and permanent training systems enabling every person to undergo retraining more especially through leave for training purposes, to improve his skills or to acquire new skills, particularly in the light of technical development".

Community Charter of the Fundamental Social Rights of Workers. Text adopted by the Heads of State or Government of 11 Member States at the Strasbourg European Council on 9 December 1989.

"High-quality basic education and vocational training are essential if the citizens of the Member States of the Community are to meet the new challenges and take advantage of the new opportunities. They are real investments. The future of the Community depends on the skills and performance of its working population".

"The participants call for every step to be taken to facilitate the broadest possible access to training opportunities."

Social Dialogue - Joint Opinion on Education and Training - 26th January 1990.

FORCE

Action programme for the development
of continuing vocational training in Europe

Council Decision 90/267/EEC - OJEC No. L 156 of 21.6.1990 p.1.

INTRODUCTION

I. Aims of the FORCE Programme

The aim of the FORCE Programme is to promote the continuing vocational training of workers in companies. Continuing training in industry and commerce represents an **investment** by firms : including continuing training in the firm's overall strategy or business planning will reinforce its competitive edge, increase profitability and help protect jobs. Improved **access** to and wider **participation** in continuing training will facilitate the acquisition of new skills and broader skill-based knowledge for a large part of the working population, responding to the new challenge of **life-long learning**. In this way continuing training serves the interests of employers and employees alike, and so the interests of the Community as a whole.

The FORCE action programme offers to all concerned, but especially to firms and the two sides of industry, assistance at national and Community levels in implementing measures designed to enhance both the development and the quality of continuing training.

Continuing training also aims at ensuring that workers can adapt on a permanent basis to the new skill requirements called for by the interaction between competitiveness, technological innovation and changes in work practice. The FORCE Programme will particularly contribute to the development of a more efficient long-term management strategy, supporting a systematic approach to qualifications geared to the new forms of organisation of work.

The exchange of experience designed to improve the efficiency of continuing training schemes and measures, and the transfer of good practice relating to innovations in content, methodology, management and equipment in the continuing training field, will have a positive impact on **social cohesion** in the Community by helping to make the less-favoured regions and the Comunity as a whole more competitive on the world market. The FORCE Programme will contribute to this process by facilitating new operational partnerships between all those concerned with continuing training and actively promoting the transfer of in-house continuing training concepts and materials of the highest quality to the different regions of the Community and firms of all sizes.

II. Target groups of the FORCE Programme

FORCE supports **firms** in deciding on continuing training as a means of underpinning company investment, for instance by making available prototypes of company strategies or schemes for a particular industrial sector, analyses of their effects, or Europe-wide statistical data and skill needs analysis. The usefulness of this process resides in the national and Community-wide exchange of ideas and experience among those concerned.

At the same time, the programme offers established concepts of qualifications as well as the analytical tools and methods necessary to enable companies to plan their continuing training measures as efficiently as possible. Decisions on the best strategy for the individual firm, and how this is to be translated into workplace arrangements and into measures for in-house continuing training, are up to the companies themselves, involving their staff in accordance with national laws and practices.

The programme is intended to make the **individual employee** aware of the need for lifelong learning as a basis for continued employment and competitiveness on the labour market. The programme promotes equality of opportunity and free access of all workers to continuing vocational training in firms. It also addresses the question of continuing training for the sake of greater mobility on the labour market, and for personal development.

The programme offers help to the **two sides of industry**, e.g. in introducing particular types of technology in the firm and identifying the associated need for continuing training, but it does not seek to infringe their autonomy. It may be possible for them to promote models which take equal account of the employers' wish to shape the programmes according to the skills required at the workplace, and of the workers' interest in greater mobility in the company or on the labour market. Pilot schemes which combine training at the workplace with courses available outside, are especially suitable for this purpose and will be supported by FORCE.

For **training institutions** and **appropriate advisory agencies**, the programme can provide pilot schemes for co-operation between different partners on concepts and teaching materials, or the exchange of experience with the aim of helping such institutions and agencies to support firms in developping new up-to-date continuing training measures.

III. The VADEMECUM

The FORCE VADEMECUM, like similar Commission brochures on other Community programmes, informs the public at large how firms and the two sides of industry, the Commission, the responsible national authorities, training institutions and the research and advisory agencies concerned plan to implement the Council Decision of 29 May 1990 through a joint action programme.

The VADEMECUM explains the benefits to be derived from the action programme by the parties concerned, the active part they can play and how they can together successfully implement the programme through extensive partnership and mutual support.

It will be followed up by an operational **FORCE GUIDE** to be used by applicants for measures subject to a Call for Applications.

CONTENTS

PART I : WHAT IS FORCE ?

- Operational Objectives
- Measures at National level
- Transnational Measures
- Some Useful Definitions
- Monitoring and Evaluation
- FORCE Structures
- Procedures

PART II : TRANSNATIONAL MEASURES

SECTION I : Support for innovation in continuing vocational training

- I.a Activities of the European transnational network
- I.b Exchange Scheme
- I.c Transnational or crossfrontier pilot schemes
- I.d European sectoral surveys of continuing vocational training plans

SECTION II : Convergence of continuing vocational training initiatives

- II.a Exchange of comparable data
- II.b Analysis of contractual policy
- II.c Exchange scheme for those involved in the social process
- II.d Forecasting trends in qualifications and occupations

SECTION III : Accompanying measures

Notice to readers

This VADEMECUM sets out the broad outlines of the FORCE Programme as well as the content of the various measures proposed. It will be supplemented by a FORCE GUIDE setting out the criteria and methods of selection, once the invitations for proposals applying to certain measures are published.

PART I

WHAT IS FORCE ?

THE OBJECTIVES OF THE FORCE PROGRAMME

The objectives of the FORCE programme are :

a) to encourage a greater and more effective investment effort in continuing vocational training and an improved return from it, in particular by developing partnerships designed to encourage greater awareness on the part of the public authorities, undertakings - in particular small and medium-sized undertakings - both sides of industry and individual workers, of the benefits accruing from investment in continuing vocational training ;

b) to encourage continuing vocational training measures by, for example, demonstrating and disseminating examples of good practice in continuing vocational training to those economic sectors or regions of the Community where access to, or investment in, such training is currently inadequate ;

c) to encourage innovations in the management of continuing vocational training, methodology and equipment ;

d) to take better account of the consequences of the completion of the internal market, in particular by supporting transnational and transfrontier continuing vocational training projects and the exchange of information and experience ;

e) to contribute to greater effectiveness of continuing vocational training mechanisms and their capacity to respond to changes in the European labour market, by promoting measures at all levels, in particular to monitor and analyse the development of continuing vocational training and identify better ways of forecasting requirements in terms of qualifications and occupations.

MEASURES AT NATIONAL LEVEL

The measures at national level relate to the achievement of the objectives set out in Article 2 of the Council Decision, having regard to the guidelines in Article 5 on promoting the convergence of initiatives in the Member States.

These measures comprise the preparation of regular reports on steps taken to implement the Common framework of guidelines (laid down in Article 5) including information on current arrangements to promote financed continuing training.

They may also include :

- setting up and developing a national network of model programmes for demonstrating and disseminating established company strategies and schemes for the inter-action of "technical innovation and continuing training" as decision-making elements for firms and the two sides of industry ;

- preparing and exchanging outstanding examples of training concepts, materials and aids for carrying out continuing training, especially schemes for integrating work and study through working practices which foster the acquisition of knowledge and know-how in the workplace ;

- setting up consortia/cooperatives/partnerships for continuing training, for instance between vocational training institutions and small and medium-sized firms or bodies representing them, between large and small companies, between companies, training institutions and manufacturers of hard- and software (training products), and between trade unions, employers' organizations and training bodies ;

- an exchange of experience among experts, scientists and political decision-makers, with the involvement of both sides of industry, concerning organizational and substantive aspects of in-house continuing training ;

- cooperative arrangements/partnerships among bodies which advise on innovation and organizational questions, and provide firms with advice about skills, in order to improve the standard of information available on strategies and continuing training ;

- an overview of the need for lifelong learning and of practical means for achieving it and of the future demand for skills in the light of technological change and in the context of planning for vocational training ;

TRANSNATIONAL MEASURES

In order to support and supplement the activities developed by and in Member States to promote the development of continuing vocational training, the Commission shall implement transnational measures, which are aimed at workers in undertakings, taking account of the differing needs and situations which exist in the Member States, with particular regard to the level of vocational training in each Member State and to the respective arrangements for continuing vocational training.

These measures are as follows :

Support for innovation - (see SECTION I)

- support of the activities of a European network of transnational operations with a view to improving the design, organisation and assessment of continuing vocational training operations and encouraging the transfer of knowledge and know-how in the Community.

- setting up of an exchange scheme to encourage the dissemination of innovations to full-time instructors, staff in human resources departments, staff representatives in undertakings and training specialists in regional consortia.

- assistance with the design and development of transnational or transfrontier continuing vocational training pilot projects by undertakings, groups of undertakings or training bodies in the various member States, taking into account the opportunities and consequences of the completion of the internal market.

- carrying out of sectoral surveys of continuing vocational training plans at the level of undertakings.

Convergence of initiatives - (see SECTION II)

- setting up of a system for the exchange of comparable data, using a common methodological framework, and the launch of a specific statistical survey of the subject.

- analysis of contractual policy on continuing vocational training in the various countries in order to stimulate the dissemination of innovatory contractual agreements.

- development of an exchange scheme for those involved in the social process (employers' organizations and trade unions).

- analysis of trends in the demand for qualifications and occupations in undertakings and sectors, with a view to improved forecasting of requirements.

Accompanying measures - (see SECTION III)

- technical assistance, National Coordination Units, evaluation and information.

FORCE NATIONAL COORDINATION UNITS - DESCRIPTION OF ACTIVITIES

The new FORCE programme includes provision for the setting up of appropriate coordination units within each Member State for effective coordination, dissemination and animation of the programme with the aim of maximising the impact on continuing vocational training policies and practices in line with the principal objectives of FORCE.

The Commission has assigned to the Committee members, in conjunction with other relevant competent authorities, the task of taking the necessary steps to arrange for the appropriate national coordination units to be established which would give proper effect to the FORCE programme.

Specifically, the national coordination units will be responsible for :

- ensuring widespread dissemination of information on the programme to potential promoters, as indicated in the VADEMECUM ; proposing and implementing appropriate measures for reinforcing the impact of open calls for proposals ; ensuring the dissemination of results ;

- providing assistance and advice on the preparation and presentation of projects targeted at companies : exchanges - pilot schemes - qualification schemes ; helping potential applicants who are seeking partners for projects ;

- participating in the implementation of surveys and analyses : sectoral surveys on training plans, analysis of contractual policy, statistical surveys ; proposing organizations with the necessary expertise ; evaluating the results ; ensuring their dissemination ;

- setting up and developing a national network of FORCE demonstration projects ;

- providing the Commission with information and documentation on policies and measures adopted by the Member States in the field of continuing vocational training, and the steps taken to implement the common framework of guidelines (laid down in Article 5 of the Decision) ;

- feeding the press with regular information on the progress of the programme ; producing and disseminating information documents adapted to national (regional or sectoral) requirements ; contributing a special effort to increasing awareness of the FORCE programme amongst SMEs ; assisting the Commission with organization of fairs, exhibitions and conferences (before and during the event) ; cooperation with Commission press offices and other information Offices dealing with Community activities (eg EUROGUICHET).

- cooperating with all other FORCE coordination units in the regular exchange of information, and with the coordinating units of other Community programmes at national level.

The national coordinating unit will include representatives of the public authorities concerned and of the employers' organizations and trade unions, to the extent that its composition reflects at least that of the FORCE Advisory Committee.

SOME USEFUL DEFINITIONS

Article 4 of the Council Decision establishing FORCE defines what is meant by the terms "undertaking", "training body" and "worker", in the context of the programme :

- The word "undertaking" is used to denote not only large but also small and medium-sized undertakings, regardless of their legal status or the economic sector in which they operate, and all types of economic activity ;

- The term "training body" is used to denote all types of public, semi-public or private establishment engaged in vocational training, further training, updating or retraining activities, regardless of the way in which they are referred to in the Member States. The term also covers autonomous economic organizations, in particular chambers of commerce and industry and/or their equivalents, and professional associations ;

- The word "worker" is used to denote any person having active links with the labour market, including the self-employed.

Article 4 also defines what is meant by the term "continuing vocational training", for the purposes of the implementation of the FORCE programme. It is used in a general sense to denote any vocational training engaged in by a worker in the European Community throughout his working life.

Article 6 states that, to support and supplement the activities developed by and in the Member States to promote the development of continuing vocational training, the Commission shall implement transnational measures, aimed at workers in undertakings.

For the purposes of this VADEMECUM :

- The word "consortium" denotes a group or association of different partners, both public and private, which pool their training resources and strategies, with a view to improving the effectiveness of their specific actions, thanks to the synergy achieved through such cooperation, in order to develop their investment in human resources and regional planning in the field of continuing vocational training.

- The term "transnational partnership" denotes an interest grouping of undertakings, groups of undertakings, training bodies and any other participants, from not less than two Member States, with a view to working together on continuing vocational training activities of benefit to the Community.

- The term "both sides of industry"/"Social Partners' organizations" denotes employers' organizations and trade unions recognised in each Member State in the collective bargaining process, and/or their umbrella organisations, and/or the national organizations involved in joint actions.

MONITORING AND EVALUATION

The FORCE Programme will be carefully monitored and evaluated.

The purpose of this evaluation is to assess the extent to which the Programme is having an impact on the formulation and implementation of continuing vocational training policies. This will entail an examination of the ways in which the practical activities and experiences of the projects are being drawn on to provide models of good training practices. The monitoring and evaluation will take place internally on an ongoing basis, and also externally in accordance with criteria established by the Commission in cooperation with the Member States.

Internal evaluation

The internal monitoring and evaluation will take place at the level of the overall Programme and at the level of the projects.

- Programme level

In order to monitor the operation as a whole on a continuing basis, efforts will be made to clearly set out :

* the objectives and target groups ;

* the criteria to be followed in the selection of projects ;

* the expected interaction between FORCE and other Community Programmes, such as COMETT, EUROTECNET and IRIS.

- Project Level

To enable the evaluation to take place, projects should :

* establish and implement self-monitoring systems ;

* specify and monitor their targets in relation to implementing the objectives of the Programme ;

* assess their contribution to the transfer of good practices and to Europe-wide continuing training activities.

External Evaluation

The external evaluation will take place on two occasions, firstly during the first part of 1993 and for the second time in the first six months of 1995. The purpose of the 1993 interim evaluation is to report back to the Council of Ministers, the European Parliament, the Economic and Social Committee, the Commission's Advisory Committee on Vocational Training and the Social Dialogue on how the Programme relates to continuing training policies developped in and by the Member States. The 1995 final evaluation will serve as an overall assessment of the Programme and its operations, giving a justification of past activities and outlining possible future orientations.

FORCE STRUCTURES FOR THE IMPLEMENTATION OF THE PROGRAMME

Organizational Structure

The Commission of the European Communities through the Task Force Human Resources, Education, Training and Youth, has responsibility for the overall management of the Programme.

In undertaking this task the Commission is advised by a Committee, called the **"FORCE Advisory Committee"**. This comprises representatives of the Member States, as well as representatives from both sides of industry.

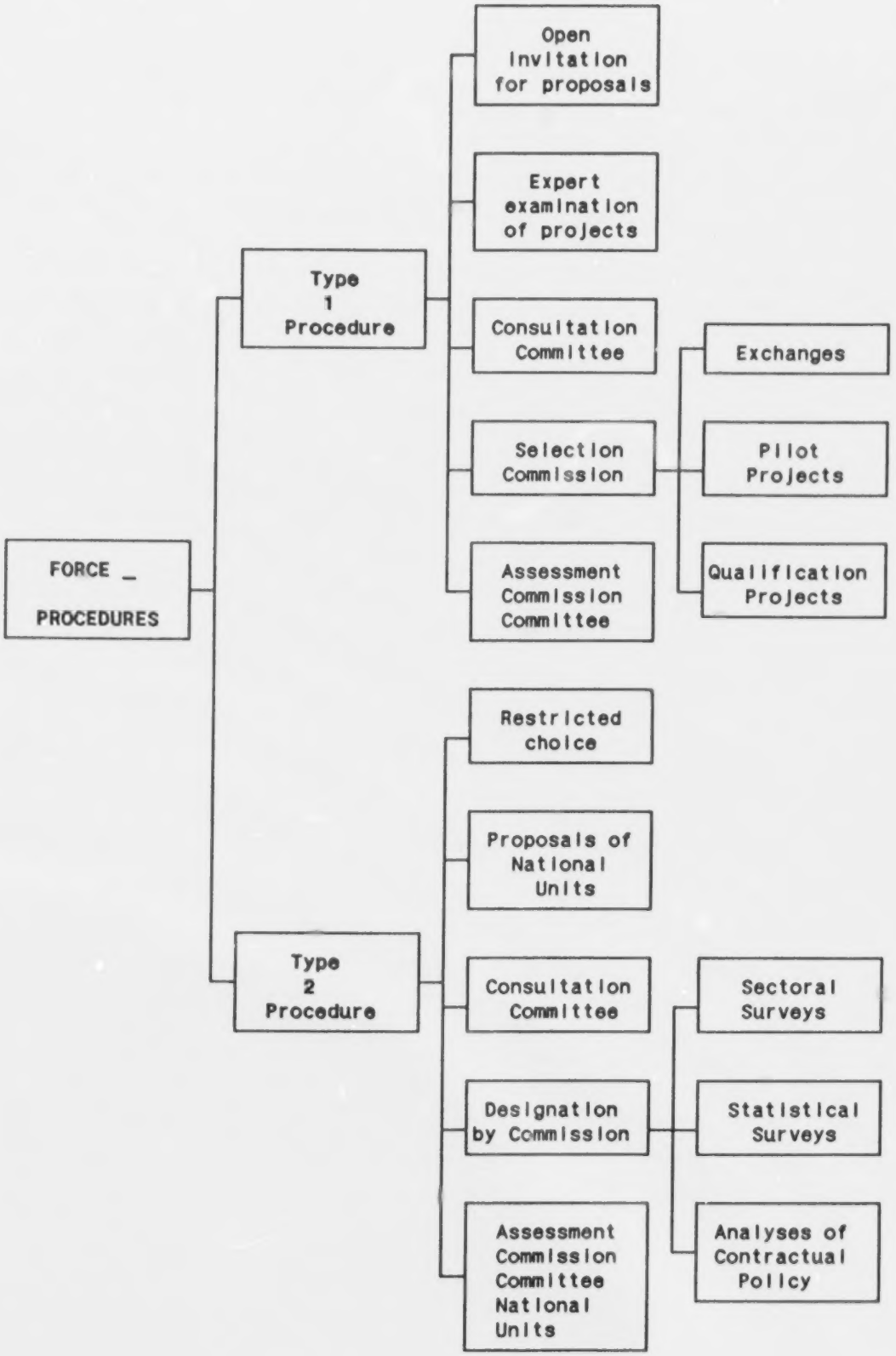
Additionally, the Commission may call upon such expert assistance as is necessary to carry out the Programme.

Operational Structure

For the purpose of ensuring effective implementation of the Programme in the Member States, the Commission cooperates with the Member State authorities in establishing a **"National Coordination Unit"** within each Member State. These Units work closely with the Commission, the Member State authorities and the employers' organizations and trade unions in implementing the aims of FORCE, in particular in relation to the development of continuing vocational training. The Units receive funding from both Member States and the Community.

The Commission receives technical support in the implementation of FORCE through a **"FORCE Technical Assistance Office"**. This Office supports the work of the Commission, and in particular the Task Force, in the day-to-day implementation of the Programme.

PROCEDURES


FORCE _
PROCEDURES
Type 1 Procedure
Open invitation for proposals
Expert examination of projects
Consultation Committee
Selection Commission
Assessment Commission Committee
Exchanges
Pilot Projects
Qualification Projects
Type 2 Procedure
Restricted choice
Proposals of National Units
Consultation Committee
Designation by Commission
Assessment Commission Committee National Units
Sectoral Surveys
Statistical Surveys
Analyses of Contractual Policy

PROCEDURE TYPE 1

INVITATION FOR PROPOSALS

This procedure will be used for the selection of exchanges, pilot projects and qualification projects.

The Commission consults the FORCE Committee on the VADEMECUM (for general guidelines) and the FORCE GUIDE (for criteria). The Commission takes the utmost account of the opinion delivered by the Committee. Invitations for proposals are published in the Official Journal of the European Communities.

The FORCE GUIDE will contain all the information required for a full understanding of the arrangements for the various types of action and for familiarity with the technical, administrative and financial requirements for candidature. It will also contain the official forms to be used in responding to invitations for Proposals.

The proposals will be sent directly to the Commission (the Technical Assistance Office) and copied to the National Coordination Units.

CONSIDERATION AND PRESELECTION OF APPLICATIONS

Applications will be considered by the Commission, in the light of the guidelines contained in the VADEMECUM and the criteria set out in the FORCE GUIDE. The Commission will involve scientific and technical experts specialising in continuing vocational training in companies, who will be selected in close consultation with the members of the FORCE Committee. In technical matters, the Commission will be helped by the FORCE Technical Assistance Office.

The procedure for the consideration of applications will be generally subject to the data protection rules. More particularly, the Commission will ensure that any information described as confidential remains so.

The representatives of the Member States will be informed of the preselection of the applications.

SELECTION

During the final selection stage, the Commission will involve the members of the FORCE Committee in bilateral meetings, so as to make the best possible assessment of the content of the proposals and their benefit to the Community and the Member States. This work will be carried out in the strictest confidence.

DECISION

The Commission will be assisted by the FORCE Committee, which will give its opinion on the proposed decision. The Commission shall take the utmost account of the opinion delivered by the Committee. The final decision will rest with the Commission.

Contractual arrangements will be entered into with a single clearly identified partner. This partner, as the contracting party, will assume full responsibility for the financial, operational and technical management of the project and for its assessment. It will forward all relevant information to the other partners.

PROVISIONAL TIMETABLE

The FORCE Programme came into effect on 1 January 1991.

The timetable for the 1991 invitation for Proposals will be as follows :

1/01/91	31/03/91	31/07/91	31/10/91
Entry into effect of FORCE Programme	Launch of invitations for proposals	Final Date for submission of proposals	Decision and Contract arrangements

FINANCING

The maximum financial contributions are for guidance only ; in a number of cases, the finance actually approved may be well below the figures shown.

(3)

PROCEDURE TYPE 2

RESTRICTED CHOICE

This procedure will be employed for carrying out the sectoral surveys, the statistical surveys and the analyses of contractual policy.

The Commission consults the FORCE Committee on the VADEMECUM (for general guidelines), as well as on the general operational timetable which will fix the various consultation deadlines.

The Commission takes the utmost account of the opinion delivered by the Committee.

As far as the sectoral surveys are concerned, a prerequisite will be the agreement of the employers' and trade union organizations on the appropriateness of launching them.

ROLE OF NATIONAL COORDINATING UNITS

These are consulted on :

- the methodological approach for the sectoral surveys, the content of the statistical surveys, and the analytical approach to contractual policy.

They propose :

- the national organisations competent in these subjects;

- the choice of sectors for the sectoral surveys.

They are informed of the activating of the surveys and of the results. They take part in the evaluation of the national reports.

CONSULTING THE COMMITTEE

The FORCE Committee is consulted on :

- the Commission's proposals relating to the methodological approach to the sectoral surveys, to the content of the statistical surveys, and to the analytical approach to contractual policy;

- the organisations proposed by the Commission to carry out these surveys;

- the sectors proposed by the Commission for the sectoral surveys.

The FORCE Committee gives its opinion on the final reports and the methods used for disseminating the results.

The Commission takes the utmost account of the opinion delivered by the Committee.

The National Coordination Units are informed of the results.

DESIGNATION

The designation of the organisations is the Commission's responsibility.

As far as possible, contracts will be signed with one partner/pool of organizations. This partner/pool of organisations will assume overall technical responsibility for the conduct and internal evaluation of the surveys.

As indicated in this VADEMECUM (part II),

- CEDEFOP will be responsible for steering the implementation of the sectoral surveys;

- EUROSTAT will have the operational responsibility for the statistical surveys;

- the Social Dialogue's Education and Training Working Party will be made aware of the results of the analyses of contractual policy in order to assist in their work at European level;

in close collaboration with the Commission.

TIMETABLE

The Commission will submit the timetable for implementation of its surveys and analyses to the FORCE Committee each year.

FINANCING

The maximum financing shown represents an indicative figure only.

PART II

TRANSNATIONAL MEASURES

SUMMARY TABLE				
SECTION	**ACTIONS**	**OBJECTIVES**	**PARTNERS**	**FINANCING**
SECTION I SUPPORT FOR INNOVATION INNOVATION	European Transnational Network	Improvement of quality of the planning, organisation and evaluation of continuing training operations	-Undertakings -Training bodies -Employers' organizations and trade unions -FORCE national demonstration projects -Public authorities -EUROTECNET innovative projects -COMETT joint projects -IRIS projects -EUROFORM consortia and partnerships	Financing of the animation/ cooperation and dissemination activities, up to 100 % of the costs with ceiling
	Exchange schemes	Dissemination of innovations	-Full-time instructors -Human resources staff -Workers' representatives in undertakings -Regional consortia training specialists	Financing of direct and indirect costs of mobility up to a ceiling of ECU 7.500. Maximum duration of training : 3 months
	Pilot Projects	Promotion of transfer of knowledge and know-how (SMEs, opportunities and consequences of the completion of the internal Market)	-Undertakings -Groupings of undertakings -Training bodies -Employers' organizations and trade unions -FORCE national network of demonstration projects -Company based partnerships set up within the context of Community programmes such as COMETT, EUROTECNET, IRIS	Contribution limited to 50 % of expenditure Annual ceiling of ECU 100.000 for a maximum period of 2 years
	Sectoral surveys of training plans	Awareness and reinforcement of the inclusion of training in firms' policy-making	-Employers' organizations and trade unions -Public authorities -Specialist bodies	Acceptance of costs up to a maximum of ECU 500.000 per survey

SUMMARY TABLE				
SECTION	**ACTIONS**	**OBJECTIVES**	**PARTNERS**	**FINANCING**
SECTION II CONVERGENCE OF INITIATIVES	Exchange of comparable data -Managing Chart -Systematic compilation of data -EUROSTAT survey of undertakings	Definition of a common methodological framework and launch of a survey	-EUROSTAT -National statistics offices -Public authorities -National specialist institutions	Mixed financing with ceiling (Managing Chart). Acceptance of statistical costs up to 80 % with ceiling
	Analysis of contractual policy	Dissemination of innovative contractual agreements	-Group of European university experts -Monitoring group (UNICE/CEEP/ETUC) -Employers' organizations and trade unions -Public authorities -Other competent experts	Acceptance of up to 100 % of costs, with ceiling
	Exchange schemes	Exchange of experience among those involved in the social process	-Employers' organizations and trade unions -Joint bodies	Financing of direct and indirect costs of mobility up to a ceiling of ECU 7.500 Maximum duration of training : 3 months
	Changes in demand for qualifications and occupations	Improved analysis and forecasting of future requirements for skills	-Undertakings -Employers' organizations and trade unions -Training bodies -Bodies with specialist knowledge in selected sectors -COMETT UETPs	Acceptance of up to 100 % of costs, with ceiling of 75.000 for implementation and 75.000 ECU for dissemination

SECTION I

SUPPORT FOR INNOVATION IN THE FIELD OF CONTINUING VOCATIONAL TRAINING

I.a - ACTIVITIES OF THE EUROPEAN TRANSNATIONAL NETWORK

This network will be made up of transnational or transfrontier partnerships formed by undertakings, groups of undertakings, training bodies, employers' organizations or trade unions concerned with continuing vocational training for employees and focusing on the opportunities and consequences of the internal market.

Specific activities will be organized by the Commission for the benefit of members of this network, with the assistance of the Technical Assistance Office and in consultation with the FORCE Committee and the national coordinating bodies :

- the organization of seminars on topics of particular significance with regard to the objectives of the programme or the transfer of know-how in connection with the adaptation of undertakings to changes, particularly in the context of the completion of the internal market ;

- setting up of national networks of FORCE demonstration projects ;

- creation and encouragement, in contact with the Member States, of the European Experts Group and the achievement of synergy in the different types of expertise ;

- setting up of a "Clearing House" to encourage maximum cooperation between all the potential partners and the project promoters ;

- creation of a database on the transnational projects in the programme with access to this database from terminals in the various countries.

The Commission will not finance the setting up or the operation of the partnerships or networks as such. Its financial contribution will be limited to the European cooperation activities of these partnerships and networks and the dissemination of the results of the work carried out, for which it will bear up to 100 % of the costs, with a ceiling.

I.b - EXCHANGE SCHEME

The Community will offer grants for periods of training in undertakings or training bodies in another Member State to those involved in continuing vocational training whether in training bodies, undertakings or regional consortia. Such visits will be designed to encourage the rapid dissemination of innovations in continuing vocational training, and a significant improvement in access to it.

- Participants

The following may apply to take part in the exchange scheme :

* Full-time instructors, i.e. those who provide in-service continuing vocational training in undertakings or external training bodies.

* The staff of human resources departments in large undertakings or the staff of small and medium-sized businesses and industries whose responsibilities include training or are directly related to it.

* Workers' representatives in undertakings (works councils, trades union delegates and full-time officers, ... according to national custom and practice), whose position or responsibility involves participation in all forms of negotiation, consultation or work connected with continuing vocational training within such undertakings.

* Training specialists in regional consortia who are members of such consortia either by virtue of their expertise in the field of continuing vocational training, of their responsibility for this area, or of their specific expertise in training for small and medium sized firms.

- Content and purpose of exchange visits

Support will be given under the programme to exchanges which have a clearly-defined purpose, namely :

* The transfer, dissemination or exchange of experience in an area of training singled out as being particularly innovative.

* The formation or strengthening of a transnational partnership in the field of continuing vocational training.

* The preparation or finalisation of joint continuing vocational training schemes.

In making or pursuing applications for exchanges of this nature, the various undertakings or bodies concerned must be prepared to state the precise content of the visits and the practical arrangements for the transfer, dissemination or exchange of experience.

- **Duration of exchange visits**

The duration of exchange visits will be not less than 1 and not more than 3 months. Visits may be broken down into several shorter periods, according to the objectives of the exchange and the arrangements for it.

- **Linguistic preparation**

The achievement of synergy in innovation presupposes that the partners involved will be able to derive maximum benefit from the content and terms of the exchange. Consequently, the Commission will attach particular importance to the parties concerned taking steps to provide the best possible linguistic preparation.

- **Application procedure**

Applications to participate in the exchange scheme may be in one of two forms :

* Exchanges proposed as part of a joint training action or a pilot project prepared or carried out by developers of training in not less than two Member States.

In these circumstances, the exchange will be arranged by the principal contracting party in the transnational action or project.

* Exchanges proposed as part of new systems for the dissemination or transfer of experience set up by existing transnational partnerships.

In these circumstances, the exchange will be arranged by the person in charge of the partnership or by one of its members, subject to the provision of evidence of previous experience of managing the joint planning or implementation of continuing vocational training schemes.

- **Financing arrangements**

The fixed financial contribution of the Community will be limited to the direct and indirect costs of personal mobility (travel, board and lodging). It may include the cost of special language training - and under exceptional circumstances interpretation costs in the case of group exchanges -. The cost of organizing the exchange will be borne by the applicant and host organizations.
The maximum financial contribution by the Community will be ECU 7.500 per grant per beneficiary for an exchange lasting up to a maximum of 3 months.
Different scales (for example for human resource managers and for workers' representatives) may be established by the Commission after consultation with the FORCE Committee.

I.c - TRANSNATIONAL OR TRANSFRONTIER CONTINUING VOCATIONAL TRAINING PILOT PROJECTS

The Community will subsidize the preparatory work of designing and developing such projects.

- **What is a pilot project ?**

A pilot project is one that is undertaken by a transnational or transfrontier partnership for the purposes of testing or providing experience of the design and development of common equipment, methodologies and content for continuing vocational training. It must form part of the training strategy or programme of the undertakings concerned and must be of direct or indirect benefit to all the workers.
A pilot project is intended to encourage the transfer of knowledge and know-how within the Community, with particular attention to the needs of SMEs, and taking specific account of the opportunities and consequences of the completion of the internal market.

- **Conditions for the creation of partnerships**

Participation in pilot projects is open to undertakings, groups of undertakings, training bodies supported by firms, employers' organizations, trade unions or company based partnerships already set up within other Community programmes, namely COMETT, EUROTECNET and IRIS.
Preference will be given to pilot projects devised by transnational or transfrontier partnerships :

* in which SMEs are well represented ;

* which bring together undertakings and/or groups of undertakings and training bodies from favoured and less favoured regions ;

* which create close links between large undertakings and SMEs in the same sector or sub-contractors.

- **Content of pilot projects**

The work of designing and developing training with a high added value on transfer will concentrate specifically on the following objectives :

* the geographical mobility of workers ;

* the promotion of equal opportunities for men and women ;

* the improvement of access to training for workers without recognised qualifications, or with few skills, or for certain disadvantaged groups ;

* forecasting future trends for qualifications and occupations ;

* the development of training schemes with a Community dimension (either within the countries concerned, based on pre-determined Community-oriented criteria, or in a given country with the possibility of targeting a potential transnational or transfrontier audience).

The period allowed for the design and development of such projects will be not more than 2 years.

- **Results of pilot projects**

The various partners in the project will be asked to produce documentation on both the content of the training and the methods of transfer and dissemination.

More particularly, this will involve :

* the production of multi-media documentation, involving the use of new technologies for teaching and dissemination ;
* the use of distance learning techniques which can be adapted for use in different situations (self-tuition, individual or group instruction, etc.) ;
* the production of modules transferable to SMEs.

The transfer and dissemination of the content of training and models for it developed in the framework of a pilot project might also involve :

* making staff available for a specific transfer and dissemination process ;
* setting up advisory structures to reach targeted partners ;
* arranging appropriate seminars through the European transnational network.

- **Financing arrangements**

The Community's financial contribution will cover up to 50 % of the cost of the preparatory work of designing and developing pilot projects.
Such projects will have a maximum duration of 2 years.

The ceiling will be ECU 100.000 per year per project in the case of multi-media schemes or distance learning tools or modules easily transferable to SMEs.
In all other cases it will be ECU 70.000.

- Conditions for renewal

These projects will be subject to an annual contract and funding. The maximum Community financial contribution will be fixed in the light of the interim report on the project at the end of the first year. Each pilot project must include an internal assessment procedure.

I.d - EUROPEAN SECTORAL SURVEYS OF CONTINUING VOCATIONAL TRAINING PLANS

- Aims of surveys

The purpose of these surveys will be to analyse continuing vocational training activities within undertakings in order to disseminate notably successful practices to others involved in the same sector and to other sectors at national and Community level.

Such analysis at the level of undertakings should make it possible to classify practices according to the methods used to devise training plans and evaluate their cost-effectiveness, to develop continuing training and improve access to it for workers who have few qualifications or are working on a part-time or insecure basis.

This classification will be supported by a systematic analysis of agreements and practices at the level of collective agreements, inter-firm agreements and lastly, agreements between undertakings and public authorities. It will also be supported by a contextual analysis assessing the scope and significance of firms' practices and of relevant innovative experience in continuing vocational training.

In addition, this analysis may reveal or encourage innovative forms of collaboration between industries, as well as between the public and the private sectors, with a view to achieving a consistent response to the demand for qualified human resources.

- Methodology

The term "training plan" is used to denote a group of actions systematically designed and carried out in pursuit of a number of given objectives, with a specified method and content, directed at employees.

Training plans should, in the context of the undertaking's strategic planning or options, take particular account of the implications of the completion of the single market, changes in its own sector, its skills requirements and its policy for the management of human resources.

A common analysis model covering continuing vocational training planning, its funding, development, implementation and assessment will be defined, to enable training schemes to be studied at company or sectoral level.

With regard to planning, details should be given of the body responsible, the methods and the period normally required.

With regard to financing, particulars of the relevant laws or agreements should be given, stating how the cost is made up and the contribution, if any, of each of the parties involved, i.e. the undertaking, the public authorities (national or local), the workers themselves and Community funds.

With regard to the development of a training plan, details will be required of objectives, content, type of instruction, methodology and equipment, a profile of the target group of employees and of instructors required. The plan should also be evaluated in the context of the Joint Opinion of the European Social Dialogue on Education and Training of 26 January 1990.

The involvement of organizations representing employees in accordance with current legislation and practice should also be stated.

With regard to the actual provision of training, details will be required of the conditions of access.

With regard to the assessment of cost-effectiveness, this assessment must take account of certain factors such as increase in productivity, improvement in staff relations and increased commitment of the workers as a result of the training.

- **Methods of carrying out surveys**

The conduct of surveys will comprise the following phases :

- A preliminary phase of defining the sector to be studied with regard to its principal socioeconomic characteristics, available data on training, qualification requirements and the impact of the completion of the internal market ;
- The development of a common analysis model ;
- The identification of significant actions ;
- The conduct of the surveys - or drawing on previous surveys - ending with a comparison of case-study monographs and the drafting of a general report by sector and by country ;
- The phase of evaluating the results of the surveys.

The collaboration of the national coordinating units and more particularly the two sides of industry in the sector at national level will be invited, particularly during the phase of identification of significant actions and that of the submission of the general report by sector and by country.

Moreover, the collaboration of the two sides of industry in the sector at Community level will be invited throughout the conducting of the surveys and particularly during the phase of evaluating the results.

- **Links with the work of CEDEFOP**

CEDEFOP will provide technical assistance with the preparation, carrying out and evaluation of sectoral surveys.

- **Choice of sectors**

Sectors will be chosen after consultation with the FORCE Committee, and in liaison with the national coordinating units, on the basis of studies already carried out with regard to the opportunities and consequences of the completion of the internal market, current research into the demand for qualifications and trends in employment as well as common training activities developed within joint groups and committees at Community level.

- **Financing arrangements**

The Community will bear the costs of the design, carrying out and evaluation of sectoral surveys up to a ceiling of ECU 0,5 Mecus per survey.

SECTION II

CONVERGENCE OF INITIATIVES

II.a - EXCHANGE OF COMPARABLE DATA ON CONTINUING VOCATIONAL TRAINING

The compilation of comparable data is essential if an accurate picture is to be obtained of continuing vocational training at Community level, and in order to evaluate the major trends, particularly with regard to investment in, and access to, training. This will entail an in-depth study of the compilation, nature and extent of existing data, of the similarities and differences revealed, the development of a common methodological framework, and of the launch of a specific survey in cooperation with the appropriate organizations in the Member States.

- Charting of continuing vocational training

Within the framework of the FORCE Programme, a Managing Chart of continuing vocational training will be created and kept up to date, for the purposes of comparability on the above basis as a preliminary stage to the EUROSTAT Survey : this will involve contracting with national organizations nominated by the Member States, in consultation with the FORCE Committee, to provide for :

* systematic collection of available data ;
* development of comparable concepts ;
* definition of a common methodological framework ;
* use, in the various countries, of the database so created.

The contracts will cover a 2-year period and will be renewable. The amount of funding will be determined by the amound of work involved in each country.

- **The EUROSTAT Continuing Vocational Training Survey (CVTS)**

For the purposes of providing comparable and reliable data on continuing vocational training, EUROSTAT, on behalf of the Commission, and in collaboration with the competent national organisations, will launch a specific survey on this subject, which shall be based on a sample of undertakings in each of the Member States.

Taking into account the available sampling frames and the estimated survey costs, the sample will be drawn in such a way as to ensure a high degree of representativeness of the various sizes and types of undertakings operating in the industrial and service sector in every Member State.

The content of the survey will cover a wide range of training policy-related characteristics such as :

- number of individuals taking part in training ;
- number of participants according to nature of business and size of undertaking ;
- cost of training ;
- training within and outside undertaking ;
- outside training, according to type of training institution ;
- training within the undertaking by area ;
- duration of training within the undertaking ;
- participation by gender, etc.

It is expected that the Continuing Vocational Training Survey will make it possible to form a more complete picture of the true state of affairs with regard to continuing vocational training in the Community.

The organisation of the CVTS involves four consecutive phases :

* Establishing a proposal on the content of the survey;

* Carrying out small-scale pilot surveys to test the various items of the questionnaire(s) ;

* Evaluation of pilot surveys and preparation of final questionnaire(s) of CVTS ;

* Carrying out of a full-scale CVTS.

The methods to be used in carrying out this survey will be determined in close liaison with the competent national organisations in Member States.

The Community will bear up to 80 % of the costs of the CVTS. The remainder of the cost will be borne by the Member States.

II.b - ANALYSIS OF CONTRACTUAL POLICY ON CONTINUING VOCATIONAL TRAINING

In close liaison with the organizations representing both sides of industry at Community level (UNICE/CEEP and ETUC) and pursuant to the adoption of the Joint Opinion of 26 January 1990 on Education and Training, the Community will support the development of a standard analysis of staff agreements and collective agreements on continuing vocational training in the Member States. It will encourage exchanges of experience among the organizations on both sides of industry and the joint bodies, in order to promote the dissemination of innovatory contractual agreements.

- Coherent analysis in the Member States

On the basis of a common methodological framework established by a European group of university experts and submitted to the "Education and Training" Working Party of the European Social Dialogue, national studies will be carried out in consultation with the national coordinating bodies in each Member State. A follow-up group, consisting in particular of experts from the national organizations belonging to UNICE/CEEP and ETUC, representatives of the national authorities and the Commission, as well as university experts on the subject, will be responsible for the preparation, implementation and evaluation of the study at national level. There will be an examination of agreements which specifically involve continuing vocational training, and those which include clauses which relate to continuing vocational training, for example new technology agreements. A summary of these studies, with particular emphasis on the development of contractual policy on continuing vocational training and innovatory agreements on the subject, will be put forward for discussion as part of the European Social Dialogue.

- Scope of national studies

The suggested scope of national studies may comprise the following areas :

Status of collective agreements generally :

* national/sectoral/regional/interprofessional/company
* context of agreement (e.g. introduction of new technology, time off for continuing training, "skill needs" analysis, etc ...)
* extension of the agreement.

Interaction between :

* national legislative background
* national governmental training incentives and programmes
* Unions' training policies/demands
* Employers' training policies/demands.

Collectively agreed training, (e.g. the various levels and types of training, the parties to the agreements, those covered by them, etc.).

Good practice and innovatory agreements.

Conclusions.

- **Financing**

The Community will bear up to 100 % of the costs up to a total ceiling of ECU 1.000.000.

II.c - **EXCHANGE SCHEME FOR THOSE INVOLVED IN THE SOCIAL PROCESS**

Contractual policy is becoming increasingly important in the development of workers' continuing vocational training. In order to encourage the dissemination of innovatory contractual agreements, the Community will provide grants for exchange visits for those involved in industrial relations : members of employers' organizations, trade unions and joint bodies of various Member States.

- **Content and purpose of exchange visits :**

Sponsorship will be provided under the programme for exchange visits with a clearly-defined purpose, namely :

* The transfer or the dissemination of experience in a particularly innovative area of contractual policy on continuing vocational training.

* The transfer or dissemination of experience with a view to the creation or strengthening of a transnational partnership between those involved in industrial relations, in the field of continuing vocational training.

* The preparation or elaboration of joint actions on continuing vocational training by those involved in the social process.

When making or pursuing applications for exchanges of this type, the various employers' organizations and trade unions will be required to state the precise content of the exchange, as well as the practical methods of transferring or disseminating experience.

- **Duration of exchange visits**

The duration of exchange visits will be not less than 1 and not more than 3 months. Visits may be broken down into several shorter period, according to the objectives of the exchange and the arrangements for it.

- Linguistic preparation

The achievement of synergy in innovation presuppose that the partners involved will be able to derive maximum benefit from the content and terms of the exchange. Consequently, the Commission will attach particular importance to the parties concerned taking steps to provide the best possible specific linguistic preparation.

- Application procedure

Applications to participate in the exchange scheme may be in one of two forms :

* Between two innovatory partnerships, either of the same type (Employers' organizations, trade unions, joint training committees, training boards, etc.), or of a different type, so as to create, in areas of contractual policy which are of mutual interest, new forms of transfer or dissemination of an innovative approach to continuing vocational training.

* Between at least two employers' organizations or trade unions, for the purposes of developing a transnational, transfrontier or inter-regional continuing vocational training project, so as to achieve greater synergy in the work.

- Financing arrangements

The fixed financial contribution of the Community will be limited to the direct and indirect costs of personal mobility (travel, board and lodging). It may include the cost of special language training - and in exceptional cases the costs of interpretation when group exchanges are organised -. The cost of organizing the exchange will be borne by the applicant and host organizations.

The maximum financial contribution by the Community will be ECU 7.500 per grant per beneficiary for an exchange lasting up to a maximum of 3 months.

II.d - FORECASTING TRENDS IN QUALIFICATIONS AND OCCUPATIONS

This action is intended to make an impact on the nature and the coherence and the usefulness to firms and to individual workers of qualifications acquired during continuing vocational training.

Qualifications for this evolving field of activity are of substantial importance at the level of sectors and enterprises themselves as practical recognitions of what has been acquired in terms of knowledge and skills. At European level, these qualifications and their transparency and relevance to each other will have an important impact both on the competitive objectives of the Single Market, and on the mobility of workers within it.

The aims of this action are :

- to promote transnational cooperation between experts ;

- to improve the comparability of methods and to develop common analysis models ;

- to carry out work on the analysis and forecast of qualifications and occupations (demands).

Bearing in mind the thrust of FORCE, this action is clearly intended to sponsor projects of a very practical kind. The products should be useful and directly applicable to enhancing continuing vocational training both from the point of view of sharpening European enterprises' competitive edge, and also from the point of view of individual choice and mobility.

- Projects at company level

There are important shortcomings in both large, medium and small firms regarding the analysis and forecast of those qualifications required for operating in the future. Only the very large multi-national companies have managed so far to develop appropriate methodologies, especially with respect to the Single Market.

Under this action, projects will be financed that help firms to analyse and forecast their demand for qualifications (and the supply). Special emphasis is laid on SMEs' training demands and the co-operation between large and small enterprises in the adaptation by small firms of vocational training methodologies developed by large firms.

The focus will be directed towards a comparison of methods used for analysing training needs, the specific approaches of individual large companies wishing to share their experience with SMEs and the criteria used to define qualifications.

Transnational co-operation and the development of common analysis models can also include projects dealing with :

- training the training managers (amongst them the entrepreneurs in very small firms and the instructors in continuing vocational training : it is up to the managers who are responsible for continuing vocational training (whatever their other responsibilities may be) to translate qualification requirements of the firm into (re-) training strategies ;

- new forms of work organization that are conducive to new learning processes at the workplace : "learning-intensive work environments" may well, in conjunction with a more widespread use of information technology for training, play a substantial part in continuing vocational training in the years to come ;

- actions designed to improve the transparency and the validation of the skills and qualifications gained within firms in continuing vocational training schemes and programmes, and to develop new approaches to validating acquired qualifications and skills. The emphasis will be placed on their relationship (wherever appropriate) to further training opportunities and qualification structures open to individual workers wishing to develop wider skills.

- **Projects at sectoral level**

Training demand throughout the world of work is increasingly the province of the sector, and the impact of the single market on company policies puts greater emphasis on transnational sectoral activities. The projects which concern these developments will involve partners from the leading companies in the various Member States, training bodies and qualifying institutions at national sectoral levels and experts from both sides of industry.

This is an aspect of the FORCE programme in which a particular effort will be made to profit from work already begun and from experience gained within new and active working partnerships at Community, national and sectoral levels. At all of these levels, for example, some COMETT University-Enterprise Training Partnerships (UETP's) are active in continuing training at levels below the high technical and managerial levels upon which the programme is primarily focused. FORCE will set out to make the best use of their ideas and experience and of the Community work on "Skill Needs" and that of other initiatives and partnerships brought to the attention of the Commission.

- **Links with CEDEFOP's work on qualifications**

CEDEFOP will contribute in the following way :

a) In the context of its current work on the comparison of the content of qualifications, the Centre (from December 1991, and for the sectors listed in its work programme) will make available to the competent bodies in each Member State - a list of these will be provided to the National Coordinating Units of the FORCE Programme - the instruments (analytical table and definitions of areas of work), which could help the sectoral experts responsible for the surveys to interpret and make more readily comparable the data obtained from enterprises on qualifications. At the same time, this instrument, designed to draw up a Community Directory of Occupational Profiles will be fine-tuned as it is tested through experience in companies and at sectoral level.

b) the Centre may also identify experts and national studies in the Member States which would help to develop exchanges between partners offering their services for the analysis of trends in needs relating to vocational qualifications. Data on these experts and other sources now form part of the Centre's information stock ; this does not imply the availability of, or direct access to, this information, which will always depend on supplementary requests by the promoters concerned by the FORCE programme.

c) as regards the impulse to be given to projects concerned with the training of trainers and owners/managers of small enterprises, CEDEFOP could contribute to the transfer of knowledge, especially with regard to training needs analysis, with the aid of its Guide for trainers/training managers of SMEs.

- Financing

The Community will bear up to 100 % of the costs of the projects, within the limit of a maximum ceiling of ECU 75.000 per project for the first year (setting up and implementation of the action) and ECU 75.000 for the second year (dissemination).

SECTION III

ACCOMPANYING MEASURES

Technical coordination of the European Transnational Network

Logistical support for the setting up of transnational projects and the organization of exchange visits ; provision of counselling and expertise to help the formation of new forms of transnational partnership. Setting up of a "clearing house" and a data base to provide information on the projects open to the various countries and participants ; help in arranging topical seminars and transfers.

Information and publicity

Preparation, production and dissemination of documentation (written, audio-visual, electronic, etc.) on the importance, content and methods of access to the programme ; analysis and dissemination of comparable innovatory experiences, techniques and methodologies ; production of this publicity material in the various Community languages.

Regular evaluation

Technical support for the development of evaluation techniques, the criteria for such evaluation to be decided in collaboration with the Member States ; each pilot project will, moreover, incorporate an internal assessment procedure.

National Coordination Units

Implementation of the Programme at national level ; information, advice, assistance with developing projects, evaluation of national surveys and analyses ; cooperation with Commission's departments.

Technical assistance in general

Technical support for the implementation of the programme in general and for all related activities undertaken in the Member States :

Further information may be obtained from :

COMMISSION OF THE EUROPEAN COMMUNITIES
Task Force, Human Resources, Education, Training and Youth
Rue de la Loi, 200
B - 1049 Brussels
Tel. : 32-2-235.11.11
Fax : 32-2-236.42.58

FORCE TECHNICAL ASSISTANCE OFFICE
Address : 34, Rue du Nord
B - 1000 Brussels
Tel. :32-2-209.13.11
Fax :32-2-209.13.20

21. 6. 90 Official Journal of the European Communities No L 156/1

II

(Acts whose publication is not obligatory)

COUNCIL

COUNCIL DECISION

of 29 May 1990

establishing an action programme for the development of continuing vocational training in the European Community (Force)

(90/267/EEC)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 128 thereof,

Having regard to the Commission proposal (1),

Having regard to the opinion of the European Parliament (2),

Having regard to the opinion of the Economic and Social Committee (3),

Whereas the fundamental objectives of a common vocational training policy set forth in the second principle of Decision 63/266/EEC (4) refer in particular to the need to promote basic and advanced vocational training and, where appropriate, retraining, suitable for the various stages of working life; whereas the 10th principle of Decision 63/266/EEC states that special measures may be taken in respect of special problems concerning special sectors of activity or specific categories of persons;

Whereas the European Council has affirmed that completion of the internal market must go hand in hand with improved access to vocational training (Hanover, 27 and 28 June 1988); whereas it has stressed that Community action should help to develop available human resources and the preparation of future changes and technical adjustment; whereas the reform of training systems, including continuing vocational training, will play a vital role in achieving these objectives (Rhodes, 2 and 3 December 1988); whereas it has noted the agreement reached by the Council on continuing vocational training (Madrid, 26 and 27 June 1989);

Whereas, on 15 March 1989, the European Parliament adopted a resolution on the social dimension of the internal market (5), in which it emphasized investment in training and making the most of the use of human resources; whereas, in particular, it considered that vocational training and the management of human resources are decisive factors in the adaptation of undertakings and their capacity to respond to change, and that consequently it is essential to encourage them to invest in these areas;

Whereas, in its resolution of 5 June 1989 on continuing vocational training (6), the Council considered that continuing vocational training plays an important role in the strategy for achieving, by 1992, both the internal market, including its social dimension, and economic and social cohesion, as a determining factor in economic and social policy; whereas it considered that all workers should, in the light of requirements, have access to continuing vocational training and benefit therefrom; whereas it invited the Member States, with due regard for the powers under national law of the parties concerned, to take, or promote, a number of measures; whereas it requested the Commission to lay before it as soon as possible an action programme on continuing vocational training;

Whereas the Community Charter of the Fundamental Social Rights of Workers, adopted at the Strasbourg European Council on 9 December 1989 by the Heads of State and

(1) OJ No C 12, 18. 1. 1990, p. 16.
(2) OJ No C 96, 17. 4. 1990, p. 71.
(3) OJ No C 124, 21. 5. 1990, p. 31.
(4) OJ No 63, 20. 4. 1963, p. 1338/63.
(5) OJ No C 96, 17. 4. 1989, p. 61.
(6) OJ No C 148, 15. 6. 1989, p. 1.

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Government of 11 Member States, and in particular point 15 thereof, declared that:

'Every worker of the European Community must be able to have access to vocational training and to benefit therefrom throughout his working life. In the conditions governing access to such training there may be no discrimination on grounds of nationality.

The competent public authorities, undertakings or the two sides of industry, each within their own sphere of competence, should set up continuing and permanent training systems enabling every person to undergo retraining, more especially through leave for training purposes, to improve his skills or to acquire new skills, particularly in the light of technical development';

Whereas the acceleration of technical, economic and industrial change against a background of increased competition and the advent of the completion of the internal market demand at this juncture reinforcement of the anticipatory and adaptational role played by continuing vocational training and the reinforcement of existing measures;

Whereas effective equality as regards access to continuing vocational training is essential to promote equal treatment for men and women;

Whereas cooperation in the field of continuing vocational training should also be based on existing provisions in force in the Member States, while respecting the diversity of national legal systems and practices, the powers under national law of the parties concerned and contractual autonomy;

Whereas the monitoring of changes in qualifications is an essential factor in developing initial and continuing vocational training operations adapted to the requirements of the labour market;

Whereas the Community can make a significant contribution to cooperation between Member States be developing an action programme with the aim of supporting and supplementing the policies and activities developed by and in the Member States in the area of continuing vocational training; whereas this action programme should be organized in such a way that it interacts with the tasks and actions of the European Social Fund (1), Eurotecnet (2) and Comett (3) programmes, the Iris network (4) on vocational training for women with a view to 1992 and experimental schemes promoted by small and medium-sized undertakings (5);

Whereas, on 26 January 1990, both sides of industry at Community level, in the framework of the social dialogue, adopted a new joint opinion on education and training;

Whereas it is appropriate to associate closely both sides of industry at national level, in accordance with national practices, with the implementation of this programme,

HAS DECIDED AS FOLLOWS:

Article 1

Establishment and aim of the Force programme

1. An action programme for the development of continuing vocational training in the European Community (hereinafter referred to as the Force programme) is hereby adopted for the period from 1 January 1991 to 31 December 1994.

2. The aim of the Force programme is to support and complement the policies and activities developed by and in the Member States in the area of continuing vocational training.

Article 2

Objectives

The objectives of the Force programme are:

(a) to encourage a greater and more effective investment effort in continuing vocational training and an improved return from it, in particular by developing partnerships designed to encourage greater awareness on the part of the public authorities, undertakings — in particular small and medium-sized undertakings — both sides of industry and individual workers, of the benefits accruing from investment incontinuing vocational training;

(b) to encourage continuing vocational training measures by, for example, demonstrating and disseminating examples of good practice in continuing vocational training to those economic sectors or regions of the Community where access to, or investment in, such training is currently inadequate;

(c) to encourage innovations in the management of continuing vocational training, methodology and equipment;

(d) to take better account of the consequences of the completion of the internal market, in particular by supporting transnational and transfrontier continuing vocational training projects and the exchange of information and experience;

(e) to contribute to greater effectiveness of continuing vocational training mechanisms and their capacity to respond to changes in the European labour market, by promoting measures at all levels, in particular to

(1) OJ No L 185, 15. 12. 1988, p. 9 and OJ No L 374, 31. 12. 1988, p. 21.
(2) OJ No L 393, 30. 12. 1989, p. 29.
(3) OJ No L 13, 17. 1. 1989, p. 28.
(4) OJ No L 342, 4. 12. 1987, p. 35.
(5) OJ No L 239, 16. 8. 1989, p. 33.

monitor and analyse the development of continuing vocational training and identify better ways of forecasting requirements in terms of qualifications and occupations.

Article 3

Content

The Force programme includes two complementary parts which respect the principle of subsidiarity, as follows:

(a) a common framework of guidelines, described in Article 5, designed to support and complement the policies and measures adopted by the Member States, bearing in mind the responsibilities of the parties concerned under national law, with a view to promoting the coherent development of continuing vocational training between the Member States;

(b) a number of transnational measures implemented at Community level, described in Article 6 and in the Annex, designed to support and complement activities developed by and in the Member States.

Article 4

Functions and definitions

1. Continuing vocational training performs four functions inside or outside undertakings, depending on the case, which complement one another, as follows:

— that of ensuring permanent adaptation to the changing nature and content of occupations and hence the improvement of skills and qualifications which is so imperative for strengthening the competitiveness of European firms and their staff,

— that of promoting social conditions to enable large numbers of workers to overcome a lack of prospects for improving their qualifications and improve their situation,

— that of prevention, to forestall any negative consequences of completion of the internal market and to overcome the difficulties arising in sectors or undertakings undergoing economic or technological restructuring,

— that of integrating the unemployed, in particular long-term unemployed.

2. For the purposes of this Decision:

(a) the term 'continuing vocational training' is used in a general sense to denote any vocational training engaged in by a worker in the European Community throughout his working life;

(b) the word 'undertaking' is used to denote not only large but also small and medium-sized undertakings, regardless of their legal status or the economic sector in which they operate, and all types of economic activity;

(c) the term 'training body' is used to denote all types of public, semi-public or private establishment engaged in vocational training, further training, updating or retraining activities, regardless of the way in which they are referred to in the Member States. The term also covers autonomous economic organizations, in particular chambers of commerce and industry and/or their equivalents, and professional associatons;

(d) the word 'worker' is used to denote any person having active links with the labour market, including the self-employed.

Article 5

Common frameweork of guidelines

1. The common framework of guidelines and the transnational measures provided for in Article 6 shall contribute to promoting the convergence of initiatives by the Member States which seek:

(a) to promote the European dimension in continuing vocational training in order to improve the conditions for workers' mobility;

(b) to facilitate constant adaptation to new demands and social advancement by means of continuing vocational training and to strengthen the preventive function of continuing vocational training;

(c) to enable the least qualified workers, whatever their status, to benefit from continuing vocational training measures, enabling them to obtain a basic qualification;

(d) to promote effective equality of opportunity for men and women as regards access to continuing vocational training according to conditions to be laid down by each Member State;

(e) to strengthen incentives for undertakings, particularly small and medium-sized undertakings, to invest in continuing vocational training;

(f) to seek to improve at all levels the forecasting of trends in qualifications and to achieve greater convergence between the objectives of vocational training and employment;

(g) to improve, by procedures adapted to national laws and practices and, if necessary, in stages, the supply of continuing vocational training and to reinforce existing arrangements for continuing vocational training, in order to meet the specific needs of small and medium-sized undertakings and the demands of labour and management at all levels;

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(h) to ensure that all workers who are nationals of Member States are afforded equal treatment as regards access to continuing vocational training;

(i) to make effective, in accordance with requirements and for all those concerned, access to continuing vocational training and the benefit thereof.

2. Both sides of industry shall be fully associated in the implementation of the common framework of guidelines in accordance with national practices.

Article 6

Transnational measures

In order to support and supplement the activities developed by and in Member States to promote the development of continuing vocational training, the Commission shall implement the transnational measures, which are aimed at workers in undertakings, set out in the Annex, taking account of the differing needs and situations which exist in the Member States, with particular regard to the level of vocational training in each Member State and to the respective arrangements for continuing vocational training.

Article 7

Financing

1. The funds estimated as necessary for the financing of the Force programme in the first two years of the four-year period referred to in Article 1 (1) amount to ECU 24 million.

2. The necessary annual appropriations shall be authorized in the annual budgetary procedure in accordance with the financial outlook decided on jointly by the European Parliament, the Council and the Commission and on the basis of the way it develops.

Article 8

Consistency and complementarity

1. The Commission shall ensure that there is consistency and complementarity between the Community actions to be implemented under the Force programme and other Community programmes involving vocational training.

2. The Commission shall draw upon the assistance of the European Centre for the Development of Vocational Training (Cedefop) in the implementation of the Force programme, subject to the conditions laid down in Council Regulation (EEC) No 337/75 of 10 February 1975 establishing a European Centre for the Development of Vocational Training (1).

(1) OJ No L 39, 13. 2. 1975, p. 1.

Article 9

Briefing of the Advisory Committee on Vocational Training

The Commission shall keep the Advisory Committee on Vocational Training regularly informed of the development of the Force programme.

Article 10

Committee

1. The Commission shall be assisted by a committee of an advisory nature composed of two representatives from each Member State and chaired by the representative of the Commission.

Twelve representatives of both sides of industry, appointed by the Commission on the basis of proposals from the organizations representing both sides of industry at Community level, shall participate in the work of the committee as observers.

2. The representative of the Commission shall submit to the committee a draft of the measures concerning:

(a) the general guidelines governing the Force programme;

(b) the general guidelines on the financial assistance provided by the Community (amounts, duration and recipients of assistance)

(c) questions relating to the overall balance of the Force programme, including the breakdown between the various actions.

3. The committee shall deliver its opinion on the draft, within a time limit which the chairman may lay down according to the urgency of the matter, if necessary by taking a vote.

4. The opinion shall be recorded in the minutes. In addition, each Member State shall have the right to ask to have its position recorded in the minutes.

5. The Commission shall take the utmost account of the opinion delivered by the committee. It shall inform the committee of the manner in which its opinion has been taken into account.

Article 11

Assessment and reports

1. The results of the transnational measures taken pursuant to Article 6 and the Annex shall be subject to objective external assessment in accordance with criteria established in consultation between the Commission and the Member States:

(a) for the first time, during the first six months of 1993;

(b) for the second time, during the first six months of 1995.

2. Every two years, as from the date of adoption of this Decision, the Member States shall send to the Commission a report on the steps taken to implement the common framework of guidelines laid down in Article 5, including information on current arrangements to promote and finance continuing vocational training.

3. Before 30 June 1993 the Commission shall submit to the European Parliament, the Council, the Economic and Social Committee and the Advisory Committee on Vocational Training an interim report on the launch phase and, before 30 June 1995, a final report on the implementation of the Force programme.

Done at Brussels, 29 May 1990.

For the Council

The President

B. AHERN

ANNEX

TRANSNATIONAL MEASURES

(Article 6)

I. ACTION I — Support for innovation in continuing vocational training

1. *Achieving synergy in innovation*

The Community will support the activities of the European network of transnational operations with a view to improving the design, organization and assessment of continuing vocational training operations and encouraging the transfer of knowledge and know-how in the Community.

The contribution of the Community in the framework of the Force programme will be, in particular, to develop links between operations at Community level through promotion and collaboration activities and dissemination of information and experience.

Community assistance will be granted for:

(a) an exchange scheme to promote the rapid dissemination of innovations in continuing vocational training and a significant improvement in access to it. The Community will provide grants for training courses in undertakings or training bodies in another Member State, to:

- full-time instructors,
- staff in human resources departments,
- staff representatives in undertakings, and
- training specialists in regional consortia;

(b) preparatory work on the design and development of transnational or cross-frontier continuing vocational training pilot schemes, by undertakings, groups of undertakings or training bodies in various Member States with a view to promoting the transfer of information and know-how in the Community, giving priority to the needs of small and medium-sized undertakings, and taking into account the opportunities and consequences of completing the internal market.

2. *European sectoral surveys of continuing vocational training plans*

The Community will support sectoral surveys of continuing vocational training plans which examine the following topics:

- methods of drawing up continuing vocational training plans within undertakings
- cost-effectiveness evaluation of continuing vocational training in undertakings,
- agreements and practices in undertakings and collective agreements,
- agreements between undertakings and the State,
- techniques used to develop continuing vocational training and improve the access of workers who have few qualifications, are working part-time and on an insecure basis.

II. ACTION II — Analysis, monitoring, assessment and forecasting

1. *Exchange of comparable data on continuing vocational training*

The Community supports regular exchanges of comparable data on continuing vocational training.

In close cooperation with the Eurostat Working Party on Education and Training Statistics, it will systematically collate the data in existence in the Member States, develop comparable concepts on the basis of work already carried out at national level, define a common methodological framework which can be used in all the Member States and carry out a specific survey on the basis of questionnaires sent to a sample of undertakings, in cooperation with the competent organizations in the Member States.

The data to be obtained will relate to:

- the number of individuals taking part in training,
- the number of participants per type of activity and size category,
- the cost of training,
- training in the undertaking and outside,

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— outside training per type of training institution,

— training by area in the undertaking,

— duration of training in the undertaking,

— participation by gender.

2. *Analysis of contractual policy on continuing vocational training*

The Community will support the development of a coherent analysis of agreements at the level of undertakings and of collective agreements on continuing vocational training in the Member States.

It will encourage the exchange of experience between socio-professional organizations, workers' and employers' organizations and other parties concerned, in order to encourage the dissemination of innovatory contractual agreements.

To encourage the dissemination of innovatory contractual agreements the Community will provide support grants for exchanges of those involved in the social process (members of socio-professional organizations) to employers'/workers' organizations or joint bodies in different Member States.

3. *Forecasting trends in qualifications and occupations*

Drawing on work by Cedefop in this field and with its assistance, the Community will promote transnational cooperation between experts to analyse and forecast trends in demands for qualifications and occupations.

The experts will have the task, among other things, of improving the comparability of methods for analysing continuing vocational training needs and changes on the labour market. In this context, the possibility of developing common analysis models is to be examined.

III. ACTION III — Accompanying measures

The work undertaken within the framework of the Force programme will receive the necessary technical assistance at Community level in order that it may proceed successfully, in particular as regards support and continuing evaluation of the programme and dissemination and transfer of the results obtained.

IV. Community financial contribution

The Community will finance expenditure for measures under Actions I, II and III.

The Community will bear up to 80 % of the costs of the statistical survey on continuing vocational training.

The Community will bear up to 100 % of the costs of:

— the models for analysing collective agreements,

— forecasts concerning demands for qualifications and occupations,

— the accompanying measures.

With respect to grants for exchanges, the Community financial contribution will be limited to the direct costs of mobility and must not exceed ECU 7 500 per grant per beneficiary, for exchanges of up to three months.

The Community will bear up to 100 % of the costs of

— administering the network,

— cooperation activities (conferences, seminars and workshops),

— dissemination of the results of the Force programme.

With respect to preparatory work of designing and elaborating transnational pilot projects in the field of continuing vocational training, the Community financial contribution will be limited to 50 % of expenditure on the preparatory work in respect of transnational pilot projects on continuing vocational training with a ceiling of ECU 100 000 per year per project for transnational pilot projects of a maximum duration of two years.

The Community will bear up to 100 % of the costs of planning, implementation and assessment of sectoral surveys, the ceiling per survey during the total duration being ECU 500 000.

For further information, help and advice with applications, please contact your FORCE National Coordination Unit :

FORCE

FORMATION CONTINUE EN EUROPE

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